

CITY OF ATLANTA, GEORGIA JOB DESCRIPTION

Job Title: Telecommunications System Specialist	Department: Administrative Services
Date: 1995	Reports To: Telecommunications Supervisor

Purpose of Job

The purpose of this job is analyzing, evaluating, designing and ordering all new telecommunications installations, moves, changes; managing inventory of all City owned systems; supervising work of repair and inventory personnel; and assisting with interdepartmental projects.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises, directs and evaluates assigned staff of repair and inventory personnel, handling employee concerns and problems, directing work, scheduling, counseling, disciplining and completing employee performance appraisals.
- Monitors work flow and assigns work accordingly.

Planning and Organizing:

- Plans and schedules coordination of installations requiring single line service/instrument and complex, large system designs.
- Plan and schedules user staffings, site inspections, bid spec development/award and related purchasing/finance operations.
- Analyzes, evaluates, designs and orders all new telecommunications installations, moves and changes.

Administrative Duties:

- Files, copies documents, records cost information.
- Manages inventory development and maintenance.
- Coordinates staff training.

Quality Assurance:

- Maintains high standards of accuracy in exercising duties and responsibilities.
- Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
- Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.
- Follows all safety precautions necessary in operating equipment in a safe and efficient manner.

Record Keeping and Documentation:

- Develops computerized reports, formulas, other documents.
- Prepares various reports, including monthly service report, monthly project log, charge-back reports, receiving report, telephone work order, purchase requisitions, bid specifications.
- Analyzes, validates, makes decisions on documentation, such as production report/repairs, billing invoices, time sheets, architectural drawings, electrical diagrams, bid responses.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of the principles, practices and procedures of the City and the various department operations and functions. Has considerable knowledge of management, telecommunications practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Has considerable knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organization, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations using statistical calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret telecommunications reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Information Systems, Telecommunications, or related field required; three years in planning and installing of telecommunications systems required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Supervisory experience required.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or Office Equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

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The City of Atlanta is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature	Supervisor's Signature
Date	Date